



Deceased Estate files photocopy order form

NSW State Archives aims to produce reference copies of State archives through the copying services. This copy service is for the record series NRS 13340, Deceased estate files, 1880-1959.

Schedule of fees

All prices include GST.

Copies and delivery fee \$22.05 per file including delivery

You may order copies of up to nine (9) files using this form.

Please note in instances where the number of documents for a single file exceeds copies to the value of \$16.40 you will be contacted and asked if you are willing to pay an additional amount to have the remainder of the file copied.

Administration fee \$16.40

Overseas orders if photocopies are posted an additional \$4.10 postage applies

Credit card processing fee 0.4% of total order

Urgent orders subject to availability — will be completed within 5 working days and a 25% surcharge will apply. Please contact staff before making a request for an urgent order.

Ordering

Print out the form below, fill in all the details and post or email to:

Reprographics Officer
Copy Order Service
NSW State Archives
PO Box 516 Kingswood NSW 2747
Email: reprographics@records.nsw.gov.au

Payment options

- Credit cards – we accept Visa and Master Card only
- Electronic funds transfer – see NSW State Archives account details on final page of order form
- Refunds will only be issued by Electronic Funds Transfer

Please do not send cash or cheques

Time to complete orders

- Orders are despatched within **15 WORKING DAYS** after payment (working days are Monday – Friday). Orders for large files and/or multiple entries may take longer.
- Please allow additional time for postal delivery.

Conditions

- Copies may not always be legible in cases where handwriting is poor or faint, or the original record is in poor condition.
- NSW State Archives does not accept responsibility for copies lost in the postal system.

What if there is no file?

If no file exists matching the particulars of the Deceased Estate a partial refund may be made.

You must provide the full name and date/year of death for each entry

Comments

Record Details 1 = \$22.05 including delivery

Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	

Record Details 2 = \$22.05 including delivery

Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	

Record Details 3 = \$22.05 including delivery

Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	

Record Details 4 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	
Record Details 5 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	
Record Details 6 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container number (if known):	

Record Details 7 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	
Record Details 8 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	
Record Details 9 = \$22.05 including delivery	
Name <i>*required</i> :	
Name <i>*required</i> :	
Date/Year of Death <i>*required</i> :	
Date duty paid <i>*required</i> :	
Item (file) number: <input type="checkbox"/> Z	<input type="checkbox"/> A
<input type="checkbox"/> Pre A	<input type="checkbox"/> B
Container (box) number (if known):	

Shipping and payment details		
Name:		
Address:		
Suburb:	Postcode:	State:
Country (if not Australia):		
Telephone:	Email:	
Money order enclosed:		
Name on credit card:		
Card expiry date: _____ Card Number: - _____ - _____ - _____		
Declaration <ul style="list-style-type: none"> I have read and agree to the conditions above I will obtain the written permission of NSW State Archives if I wish to publish State archives or extracts therefrom (See the Publishing/Citing State Archives information on our website) I accept the credit card processing surcharge fee of 0.4% of total order (credit card payments only) 		
I agree: <input type="checkbox"/>		
Signature: _____		Date: _____

PAYMENT BY DIRECT DEPOSIT:

State Records NSW

BSB 032-001 Account No 205522

Payment reference: Your full name and postcode.

Paid by direct deposit

Date paid _____

Please send your order form indicating you have paid by direct deposit to NSW State Archives. We cannot process your order without it.

Cost of order	
Administration fee	\$16.40
Copies including delivery fee	\$
Add urgent fee (if applicable) 25% x (administration fee+ copies)	\$
Add additional postage fee for overseas orders \$4.10	\$
Total [A]:	\$
For credit card payments only Multiply Total [A] by 0.004 = [B]	\$
Final total [A] + [B]:	\$